

WORKPLAN

I. Project Title and Project Purpose Statement

The Virgin Islands Safe Drinking-water Alliance (VISDA) project seeks to fulfill the primary goals of developing and implementing policies for safe drinking water practices in the United States Virgin Islands (VI) territory among diverse community members, groups, and stakeholders. The VISDA project will achieve this goal initially with educational outreach to the VI community via public service announcements, informational special presentations via local radio and television broadcast, and print materials including newspaper articles, brochures, and postcards. The VISDA project will then host multiple planning sessions, each targeting specific community populations and geographic areas (faith-based groups, public education administration and students, Spanish-speaking populations, the St. John island region, etc.). These planning sessions are designed to develop and identify key risk factors, goals, key indicators and outcomes among each targeted group so that they can then develop policy statements for safe and clean drinking water. These policies will then be utilized in a wide scale planning session with invitees from the local government executive and legislative branches to establish policies and potential legislation for the VI territory on safe and clean drinking water.

The project activities will be carried out throughout the VI territory; however, the main point of operations will be Christiansted, St. Croix, VI 00820.

The VISDA project relates to environmental statute 2. Safe Drinking Water Act in that the primary outcome of the project is to provide safe drinking water for the VI community through systemic change via public policy. The Virgin Islands community and government will, in turn, carry out their own future projects based on the policies developed and implemented during the VISDA project for safe drinking water.

Project partners with MOAs include Per Ankh, The Good Shepherd School, Ministerio Evangelistico Eles Inc., St. Croix Science Teachers Association, and The Environmental Rangers.

II. Environmental and/or Public Health Information about the Affected Community

The U.S. Virgin Islands (VI) is a federal rural-designated unincorporated territory of United States consisting of 3 major islands and 52 cays nestled among Caribbean island nations. The 2010 US Census report for the VI documents the total population of 107,343. The approximate demographics distribution is 80% Black, 3.5% White, and 16.4% other races and ethnicities, and 24.6% Hispanic origin. The VISDA project will serve the entire VI geographical area among the three main island regions of St. Croix, St. Thomas, and St. John.

Safe and clean drinking water has always been a scarcity throughout the Caribbean region. The steep terrain, high mineral content of the land, and year-round warm climate are not conducive to sustaining plentiful sources of fresh drinking water. There are no fresh water lakes or rivers in the VI and while a desalinization plant does exist, most residents depend on cistern water. Even residents who are connected to the municipal water supply still typically utilize some sort of rain water catchment system as well.¹

¹ en.wikipedia.org/wiki/Saint_Croix,_U.S._Virgin_Islands

The standard rain catchment system in use by most VI residents is adversely affected by local contaminants including emissions from the local oil refinery, power plants, and rum distilleries. The local dumps on both St. Croix and St. Thomas are under a consent decree under the US EPA for noncompliance with the Resource Conservation and Recovery Act and the Clean Air Act primarily due to the unabated release of hazardous landfill gasses and other air pollutants.² Also, rain catchment cisterns are typically exposed to more common contaminants including animal excrement and leaf debris on rooftops and gutters, insect larvae nesting in exposed catchment containers, and chemical leeching due the construction materials of the cisterns including plastic, fiberglass, and concrete.³

The Coral Bay Community Council Care Project 2011 Report provides the following list of contaminants found during a screening of seventeen (17) cisterns that either had no filtration systems or only used sediment filtration systems in the Coral Bay area of the island of St. John in 2010. This list can be considered representative of the drinking water contamination issue throughout the Virgin Islands:

- 70% of samples tested positive for Fecal Coliform presence.
- 70% of samples tested positive for E. coli presence.
- 59% of samples tested positive for Enterococcus Bacteria presence.
- 94% of samples tested positive for general background bacteria presence.

However, the contamination levels decreased dramatically from cisterns that utilized a UV filtration process (9 cisterns tested):

- 11% of samples tested positive for Fecal Coliform presence.
- 11% of samples tested positive for E. coli presence.
- 0% of samples tested positive for Enterococcus Bacteria presence.
- 44% of samples tested positive for general background bacteria presence.

III. Organization's Historical Connection to the Affected Community

Since 1997 – BVF has provided technical assistance, capacity building and outreach programs and services to the VI community on a territory-wide basis. It has been engaged in direct program delivery services in environmental education and stewardship, particularly with VI youth from underserved communities since 1997. This includes beach clean-ups, summer swim and environment programs in collaboration with the VI Department and Housing, Parks and Recreation and the VI Humanities Council. BVF provided technical assistance and capacity building for nonprofit organizations on a territory-wide basis in partnership with the US Health and Human Services and the local Department of Human Services serving 100+ attendee representatives. BVF staff members have attended public hearings to speak against environmental/industrial pollution affecting low-income housing communities. BVF has worked with US EPA regarding assessing possible impact on housing residents from industrial incidents

² 2010 Region 2 Compliance and Enforcement Annual Results, www.epa.gov/region02/capp/10results.html

³ The Coral Bay Community Council CARE Project Report, March 25, 2011

(Hovensa Oil Refinery and Diageo Rum Factory). Through its website, BVF introduces and familiarizes web visitors to global environmental issues such as "shark finning" and the downside of dolphin human interaction programs.

BVF has worked directly with USEPA to monitor incidents and toxic releases that impact families surrounding the industrial complex on St. Croix. BVF's project manager for the VISDA project has met with the Agency for Toxic Substance Disease Registry, Center for Disease Control, Environmental Education Foundation, VI Department Housing, Parks & Recreation, Disabilities Rights Center of the Virgin Islands regarding the environmental and community health issues throughout the VI. BVF has advocated for the USEPA to conduct a community health assessment for low-income public housing community residents on St. Croix. BVF continues to advocate with families to assess their diets to improve the health concerns of their children. BVF's staff meets with such agencies as the Environmental Education Foundation and the Disability Rights Center of the Virgin Islands regarding the linkages between health and learning disabilities.

BVF regularly attempts to engage VI residents by having them attend and engage in direct discussions with the policy makers. Residents participated in discussions with US EPA and Diageo collectively in town hall forums and individually regarding the environmental issues affecting them.

BVF has worked in collaboration with VI youths residing in several housing communities throughout the VI to develop a peer-led youth alliance that includes for additional organizations. BVF has been working with these youth organizations directly through Environmental Education sub-awards. Technical assistance and capacity-building are integrated parts of the program. BVF anticipates the need to provide additional support for grassroots organizations. These organizations have been long standing members in the VI Environmental Alliance for more than a year and work together towards achieving shared goals regarding environmental issues in the V

IV. Project Description

i. Project Activities

The planned results of the VISDA Project will be to increase awareness of the current state of the VI's drinking water, educate the public on safer drinking water practices, develop key benchmarks and policy plans for specific underserved and key stakeholder populations, deliver benchmarks and policies to VI government representatives and develop safe drinking water policies for the VI. The long term results of the project will be that VI residents adopt personal policies for safe drinking water and that the VI government passes legislation in accordance with the safe drinking water policies they adopt for the VI.

The following list details the primary activities of the VISDA project including the position of the person(s) responsible for each activity. The list is broken down into four chronological phases.

1. Planning and Preparation Phase

1.1 EJCPS Workshop: This is the mandatory workshop at EPA headquarters for all awardee organizations.

The project manager and lead program coordinator are expected to attend.

- 1.2 **“You Get What You Measure” Measurement Guide Training:** This three-day training session facilitated by Yellowwood Associates in Vermont will train the facilitator to be a Measurement Guide as part of Yellowwood’s participatory approach to measurement for strategic planning and evaluation. Utilizing a case statement detailing the issue at hand within a targeted geographical area and population, participants identify risk factors, develop goal statements, develop efficient measurement tools and benchmarks towards meeting those goals, and then identify the key measurements and outputs. From this point, participants can utilize all of this populated information towards assessing priorities and developing policy statements to address the issue at hand. Since the project manager will have already received this training upon the start of the project, the lead program coordinator will attend this training.
- 1.3 **Territory-wide residential unfiltered cistern water quality testing:** BVF will partner with Ocean Systems Laboratory, the only EPA certified water testing facility within the Virgin Islands, to train community volunteers as water sample collectors. These volunteers will visit a pre-selected list of volunteer households from specific underserved and underrepresented communities throughout the VI territory that utilize rain catchment cisterns without an approved filtration system as their primary water supply. These volunteers will follow Ocean Systems Laboratory’s quality assurance plan to collect the water samples and deliver them to Ocean Systems Laboratory for testing. A positive test would indicate that the water source contains fecal coliforms, E. coli, and other background bacteria. This data will serve as an up-to-date baseline for the drinking water quality of the Virgin Islands. BVF plans to test 100 cisterns on St. Croix and 100 cisterns on St. Thomas due to similar populations and structuring of underserved target groups on both islands. BVF will only test 25 cisterns on St. John due to the smaller land area, population, and population density. This will be conducted by the project manager, lead program coordinator, and community volunteers.

2. Educational Outreach Phase

- 2.1 **Water Quality Report Development and Dissemination:** Once all water sample testing is complete, the results will be compiled into a report. These findings will be made available as a research resource for any organization or individual requesting a copy as well as on BVFs website. The findings will also be discussed on local television specials and talk radio and newspaper interviews to share pertinent information with the general VI public. The project manager will be responsible for developing the report. The project manager, lead program coordinator, and volunteers may be called upon for the TV, radio, and newspaper interviews.
- 2.2 **Safe Drinking Water PSAs:** BVF will produce multiple public service announcements (PSAs) for both television and radio with information about the risks of unsafe drinking water, including information from the Water Quality Report, and practices and methods to improve safe drinking water quality. They will be broadcast on local television and radio channels as well as distribution on

BVF's website and social media venues. The lead program coordinator will develop the PSAs. The project manager will approve and broadcast the PSAs.

- 2.3 **“You Get What You Measure” Sessions Participant Recruitment:** BVF and its partners will recruit volunteers from underserved and underrepresented populations and groups throughout the VI territory. Each target population group of volunteer participants (approximately 20 participants per group) will take part in the “You Get What You Measure” sessions of Phase 3.

The lead program coordinator will provide oversight for the program coordinators from the partnering organizations to recruit the participants.

3. **Planning and Evaluation Sessions Phase:** Yellowwood Associates is a leading organization in natural resource based economic development, wealth creation, community economic development, program management, sustainable infrastructure, training, coaching and custom facilitation, and strategic planning outcome measurement evaluation. “You Get What You Measure” is Yellowwood Associate’s trademarked, values-based approach that incorporates systems thinking, creates a shared language, and allows people and individuals with diverse perspectives to share responsibility and accountability in achieving mutually beneficial goals. Organizations such as Farm to Institution New England (FINE) and the USEPA 2011Community Involvement Training Conference have successfully benefited from being trained in this process. The sessions will result in the identification of risk factors from a prepared case statement detailing the safe drinking water issues in the Virgin Islands, developing goal statements as countermeasures to the risk factors, identifying measurable benchmarks towards achieving those goals, developing and identifying key outcome measurements and outputs, and identifying priorities from the outcome measurements towards developing policy statements. The program coordinators will organize all of the sessions and the project manager and lead program coordinator will facilitate these sessions as presenters. Each session will be carried out for the target population groups identified in the sub-activity list below:

- 3.1 **“You Get What You Measure” Education Group:** Participants will include high school-age students from the public high schools on St. Croix and St. Thomas, teachers, school administrators, and representatives from the VI Board of Education. This group was selected due to the high level of health disparities among VI youth and the fact that for many children in the VI, the school lunch and school drinking fountains are their primary food and beverage source.

- 3.2 **“You Get What You Measure” St. Croix Public Housing Communities Group:** The Virgin Islands has a large population below the national poverty line. With more than 40 HUD sanctioned public housing communities across the VI territory, many of the low income residents are not self-sufficient and dependent on section 8 housing, SNAP food benefits, and other government assisted aid. This population often faces the largest health disparities with poor plumbing systems when they are on the municipal water supply. Many of the communities also operate with cisterns rather than the municipal water supply, adding to their risk of unsafe drinking water. Due to the large amount of low-income individuals

and families across the territory, separate sessions for this population group will be held on St. Croix and St. Thomas.

- 3.3 **“You Get What You Measure” St. Thomas Public Housing Communities Group:** This session is for public housing community residents and staff on St. Thomas.
- 3.4 **“You Get What You Measure” St. John Population:** Due to St. John’s small land area and population, there will be one session for this island, but the participants will be representative of all other population groups held on both St. Croix and St. Thomas (2 high school students, 1 teacher, 1 administrator, 3 housing community residents, etc.).
- 3.5 **“You Get What You Measure” Faith-based Group:** The VI territory has a large number of faith-based organizations of varying denominations. Since most of the VI population utilize these organizations for community engagement, it is imperative that a variety of these organizations take part in the process.
- 3.6 **“You Get What You Measure” Nonprofit Organizations:** Nonprofit and Community-Based organizations are often the primary agencies available to address the human services needs of the VI. They are key stakeholders who work with all other population groups. This session will also serve as a capacity-building and leadership skills workshop for these organizations.
- 3.7 **“You Get What You Measure” Spanish-speaking Population:** Approximately one-third of the VI population identifies themselves as of Hispanic ethnicity. The language barrier often serves as a deterrent to this population receiving the services they need, thus adding to their health disparity. Translators will be available for this session.
- 3.8 **“You Get What You Measure” Disabled Persons Group:** This population has been historically underserved and underrepresented. Also, many of these individuals can attribute their disabled condition, or the deterioration of their conditions, to the poor quality of health and environmental factors in the VI.
- 3.9 **“You Get What You Measure” Early Education Group:** Poor prenatal and early childhood care and environmental health stressors can be attributed to many chronic health conditions in the VI. Parents who are prenatal or with children under 7 years old, early childhood education providers, and early childhood caregivers will participate in this session.
- 3.10 **“You Get What You Measure” Senior Citizens Group:** The elderly population typically experiences a wide health disparity. With chronic diseases such as diabetes, asthma, high blood pressure, and various cancers disproportionately high in the VI, this population is in particular risk to environmental health stressors. Senior citizens and organizations that serve and represent these individuals will participate in this session.
- 3.11 **“You Get What You Measure” Local Government:** While each of the other population groups will develop policy statements that will typically work on a personal level, these will affect little change in the VI unless the local government agencies instill policy changes to address the safe drinking water issue. Commissioners and key personnel from agencies with a vested role in safe drinking water will participate in this session.

4. Final Planning and Evaluation Session Phase

- 4.1 **“You Get What You Measure” Executive and Legislative Branches:** This is the same “You Get What You Measure” session as those of Phase 3, however, the benchmarks, outputs, and policies developed as a result of the other sessions will be part of the case statement for this session. This session will include invitees such as the VI governor and lieutenant governor, the delegate to congress, members of the VI senate, and potentially members of the judicial branch including superior court judges. The benchmarks and policies developed as a result of this session will become part of the regular practices of these branches, and therefore will be including during all legislation and government decisions affecting safe drinking water in the VI.
- 4.2 **Additional Educational Outreach:** A repeat of Phase 2 will be conducted, however, these outreach PSAs, radio broadcast, interviews, newspaper articles, and print materials will include the results, findings, benchmarks, and policies from the “You Get What You Measure” sessions held for all population groups, including the final session for the legislative and executive branches of the VI government.
The Project manager and lead program coordinator will produce and distribute all outreach materials.
- 4.3 **Project Closeout:** The final weeks of the project will be reserved for finalizing all reports and closing out all activities and documentation for the project. The project manager and the lead program coordinator will work with the partnering program coordinators for the closeout.

The following action plan of activities includes a chronological timeline of the activities, descriptions of the proposed activities for the VISDA project, collaborative problem solving model (CPSM) elements included in each activity, and community benefits to be achieved.

No.	Start Date	Activity Description	CPSM Elements	Community Benefits
Phase 1: Planning and Preparation				
1.1	Oct 1, 2014	EJCPS Workshop	Ensuring sound management and implementation of the project	Potential networking and partnerships with other community representatives across the nation
1.2	Nov 1, 2014	Yellowwood Associates “You Get What You measure” participatory approach to measurement for strategic planning and evaluation as a Measurement Guide training	Trains the lead program coordinator to ensure sound project management and facilitation	The training is necessary to facilitate the planning sessions with each targeted community group.

1.3	Dec 1, 2014	Territory-wide residential unfiltered cistern water quality testing	Establishes a current baseline of water quality data to identify the environmental health issue, constructively engages stakeholders by providing them with water quality status and leadership development for community volunteer sample collectors	A baseline water quality assessment will be established for the entire VI territory which will become part of the educational outreach information
Phase 2: Educational Outreach				
2.1	Jan 1, 2015	Development of Water Quality Report and dissemination to tested resident contacts and to general VI public	The report will clearly identify the safe drinking water issue in the VI, serve as a resource to be leveraged to underserved stakeholder groups, and is part of the project evaluation	The community will have empirical evidence on the quality of its drinking water; this information will also become part of the case statement addressing the risk factors for the future planning and evaluation sessions
2.2	Feb 1, 2015	Broadcasting PSAs to educate the general VI public on the safe drinking water issue including Water Quality Report information and safe drinking water quality improvement education	The PSAs will constructively engage stakeholders and build the capacity of the community to better understand and actively improve its water quality status	Varying stakeholders will have access to educational information about VI's water quality and methods to improve it
2.3	May 1, 2015	"You Get What You Measure" Planning and Evaluation Sessions participant recruitment	Initial development of multi-stakeholder partnerships by establishing participant volunteers to represent each target population group for the future planning and evaluation sessions	The underserved population groups will be established with representatives from each group

Phase 3: Planning and Evaluation Sessions				
3.1	Jul 1, 2015	“You Get What You Measure: Education Group” session	Representatives from all sessions will set strategic goals through visioning and identifying water quality risk factors; they will gain	Students, teachers, administrators, and board of education representatives will establish benchmarks and policies for safe drinking water
3.2	Jul 15, 2015	“You Get What You Measure: St. Croix Public Housing Group” session	leadership skills as they complete the sessions to improve the capacity of their respective communities; they will collaborate with representatives from other community groups at each session	Low-income families residing in public housing communities as well as housing employees in St. Croix will establish benchmarks and policies for safe drinking water
3.3	Aug 1, 2015	“You Get What You Measure: St. Thomas Public Housing Group” session	and learn how to leverage their resources; they will engage in a constructive setting to develop a consensus on risk factors, goals, and policy statements; and they will complete	Low-income families residing in public housing communities as well as housing employees in St. Thomas will establish benchmarks and policies for safe drinking water
3.4	Aug 15, 2015	“You Get What You Measure: St. John Population” session	evaluations to measure the effectiveness of the sessions	Community representatives from St. John will establish benchmarks and policies for safe drinking water
3.5	Sep 1, 2015	“You Get What You Measure: Faith-Based Group” session		Faith-based group leaders and representatives will establish benchmarks and policies for safe drinking water
3.6	Oct 1, 2015	“You Get What You Measure: Nonprofit Organizations” session		Community-based nonprofit organization executive directors and key staff will establish benchmarks and policies for safe drinking water
3.7	Nov 1, 2015	“You Get What You		Representatives of the

		Measure: Spanish-Speaking Populations” session		Spanish-speaking populations in the VI will establish benchmarks and policies for safe drinking water
3.8	Dec 1, 2015	“You Get What You Measure: Disabled Persons Group” session		Representatives from the disabled community of the VI will establish benchmarks and policies for safe drinking water
3.9	Jan 15, 2016	“You Get What You Measure: Early Education Group” session		Early education employees and parents and caregivers of young children will establish benchmarks and policies for safe drinking water
3.10	Feb 1, 2016	“You Get What You Measure: Senior Citizens Group” session		Representatives of the senior citizen community will establish benchmarks and policies for safe drinking water
3.11	Mar 1, 2016	“You Get What You Measure: Local Government” session		Local government department and agency commissioners and other representatives will establish benchmarks and policies for safe drinking water for the VI
Phase 4: Final Planning and Evaluation Session				
4.1	May 1, 2016	“You Get What You Measure: Executive and Legislative Branches” session	Strategic goal setting and building a consensus for the entire VI community	The VI Governor, Delegate to Congress, and VI Senators will review benchmarks and policy statements from other sessions and draft a VI Safe Drinking Water Policy Statement to guide future legislation and executive

				decisions for the VI
4.2	Jul 1, 2016	Additional Educational Outreach phase to present final policies and benchmarks	Leveraging the resources of the policies and benchmarks for the entire VI community	Policy statements and benchmarks for Safe Drinking Water are shared with VI public
4.3	Aug 1, 2016	Project Closeout		

ii. Collaborative Efforts

Per Ankh (community development organization), The Good Shepherd School (elementary school), The Environmental Rangers (youth environmental organization), Ministerio Evangelistico Eles Inc. (faith-based organization), and Ms. Ann Marie Gibbs of the St. Croix Science Teachers Association (nonprofit teachers' association) are longstanding members of the VI Environmental Alliance, a collaborative association of local, grass-roots organizations working together with the shared policies for the environmental issues affecting the VI and founded by BVF. They each have an existing memorandum of understanding with BVF wherein BVF acts as an intermediary for the other organizations to ensure their sustainability and improve their capacity. Representatives from each of these organizations have served as program coordinators on previous projects with BVF and will continue to do so for the VISDA project. The five program coordinators will work under the direct oversight of the lead program coordinator to recruit community volunteers as participants during Phase 2 and then make all arrangements, reservations, preparations, and appointments for the planning and evaluation sessions of Phases 3 and 4. They will also assist in the closeout of the project.

Yellowwood Associates (private community economic development organization) will provide the Measurement Guide training for the co-facilitator, the lead facilitator will have already received this training. They will also provide the entire framework and technical support for the "You Get What You Measure" sessions. This organization is not included with the MOAs.

Ocean Systems Laboratory (private water testing facility) is the only EPA certified water testing lab in the VI. They will provide all water testing services for the cistern water samples collected during Phase 2 of the project. They will also assist BVF in developing the Water Quality Report and provide supporting information for the Educational Outreach materials and the PSAs. This organization is not included with the MOAs.

The VI Center for Independent Living (disabled persons advocacy organization) is the primary representative group for disabled persons in the VI. They are also tied to many of the other targeted population groups for the project. They will assist in disseminating the educational outreach materials during both phases and they will assist in recruitment of community volunteers to serve as participants during the "You Get What You Measure" sessions. This organization is not included with the MOAs.

BVF will invite all partnering organizations and agencies to enter into an additional memorandum of understanding with BVF to become part of the Environmental Alliance. All organizations within the alliance promote similar goals regarding the environmental issues in the Virgin Islands as well as on a global scale. They agree to share resources and information when available, and BVF agrees to provide technical assistance and capacity-building and leadership skills training as part of its intermediary role.

V. Organizational Capacity and Programmatic Capability

BVF currently utilizes Peachtree Accounting for Nonprofits through the accrual method of fund accounting and is seeking to upgrade to a true fund accounting program, MIP Fund Accounting by Sage Software. BVF has utilized a “community of practice” model on the website for its current environmental education program “The Nature Explorers’ Club”. One section of the website is completely devoted to hosting all documents, reporting forms, evaluation forms, etc. that would be needed to successfully implement, evaluate, and close-out the project. Sub-awarded organizations within that project were able to visit the site with secure login and access this section to retrieve any documents needed as well as post their reporting documents for BVF. BVF will continue to use a similar on-line structure for organizations to retrieve necessary documents and submit reports. The system will be upgraded to a secure “cloud” file-sharing service provider so that partnering organizations can easily access all documents needed and submit reports, evaluations and other forms and documents to BVF.

BVF will engage its partners on a regular weekly and monthly basis via webinars and teleconference meetings to ensure all project activity benchmarks are being achieved successfully and in a timely manner.

BVF has a current EPA: Environmental Education cooperative agreement that will be closed out Sept. 30, 2014. Progress Reports were submitted semi-annually and annually. BVF sub-awardees utilize a fiscal and reporting format designed by BVF and is available on the program’s website. A review of federally-awarded projects completed by BVF is listed below:

Fiscal Year	Funding Agency/ Grant Program	Program/Services	Award Amount	Status
2011	U.S. EPA	Environmental Education	\$50,000	On-going
2011	VI Dept. of Education	Adult Education/Family	\$22,312	Completed
2010	Dept. of Justice	Teen Pregnancy Prevention	\$25,000	Completed
2010	Dept. of Justice	Environmental Education	\$10,000	Completed
2010	VI Waste Management Authority	Environmental Education	\$8,900	Completed
2010	VI Dept. of Education	Adult/Family Literacy	\$39,609	Completed
2009	VI Dept. of Health	Olmstead – Mental Health	\$70,000	Completed
2009	VI Dept. of Human Services	Parenting Education	\$100,000	Completed
2009	VI Dept. of Education	Abstinence Program	\$7,500	Completed
2009	VI Dept. of Education	Adult/Family Literacy	\$44,425	Completed
2008	VI Dept. of Human Services	Parent Education	\$100,000	Completed
2008	Department of Justice-	Teen Pregnancy Prevention	\$40,000	Completed

VI. Qualifications of the Project Manager

Ms. Yvonne Petersen is the Territorial Executive Director of the Virgin Islands Developmental Disabilities Council and continues to serve as Project Manager of BVF. She has a Bachelor’s Degree in Business Administration. Ms. Petersen is also a certified Ethics and Accountability Consultant for the Standards for Excellence Institute, Baltimore, Maryland. She will have been trained as a Measurement Guide for the “You Get What You Measure” planning and evaluation session framework from Yellowwood Associates. She was one of three presenters

for BVF at the 2011 US EPA Community Involvement Conference. Additionally, she has worked extensive in nonprofit organizations including working directly with at risk youth and families. She has been a Case Manager/Counselor for at-risk youth, disadvantaged and dislocated workers under the Job Training Partnership with the VI Department of Labor, was the co-facilitator for two of the VI Department of Human Services/Foster Care Division's task force to develop the practice models conducted in partnership with the National Resource Center for Child Welfare. She also conducted and provided oversight for the development and implementation of BVF's own parenting education, Constructive Parenting: Raising Children to Become Responsible Adults.

Environmental Activities:

1. Wrote letter in opposition to the Army Corps of Engineer regarding the proposed Dolphinarium on St. Thomas.
2. Spoke at the 30th Meeting of the US Coral Reef Task Force regarding federal agencies establish a policy to actively engage true local grassroots organizations as a priority in their approach to solving environmental issues at the local community level.
3. Worked as Project Manager for the Climate Change Public Outreach Program in partnership with the University of the Virgin Islands Eastern Caribbean Center. Produced video PSA on the effects of global warming.
4. Testified at the legislative hearing against the VI Government, VI Waste Management Authority and the Denver-based Alpine Energy Group 20-year Power Purchase Agreement to build and operate two alternative energy facilities on St. Croix and St. Thomas with the projected cost of \$440 million. The agreement was to convert an estimated 140,000 tons of municipal solid waste into waste-derived fuel
5. Spoke at the US EPA town hall meeting regarding the need to conduct a health assessment of residents living outside the boundaries of St. Croix's industrial complex, resulting in funding to UVI's Eastern Caribbean Center by the Office of Insular Affairs.

VII. Past Performance in Reporting on Outputs and Outcomes

BVFs successes in reporting its successes in achieving projected outputs and outcomes within the past three years can be identified by its work in the US EPA Environmental Education with award number NE97202511 and CFDA number 66.951 for the project entitled "Nature Explorers Club: Environmental Alliance" (NECEA). This project required that BVF make an interim and final program progress report in which the level to which BVF met its projected outputs and outcomes was achieved. BVF also took it on itself to develop a quarterly reporting form for itself and its sub-awarded organizations to progressively track how BVF and the sub-awarded organizations all were meeting their project outputs and outcomes.

BVF had also utilized the "You Get What You Measure" planning and evaluation session as a tool to more clearly identify the most successful and appropriate outputs and outcomes for the NECEA project. This session also clearly identified the key outcome measurements and benchmarks that would be needed to ensure outputs and outcomes were being met efficiently and timely. The "You Get What You Measure" planning and Evaluation session tool has also been utilized by BVF and its partnering organizations for this current "VISDA" project. To aid in identifying the necessary project outputs and outcomes as well as establishing the activities necessary for the project.

All project progress and financial reports are secured electronically via BVFs Peachtree accounting system and in individual grant folders for each project in a locked filing system in BVFs office located on St. Croix in the VI.

VIII. Expenditure of Awarded Grant Funds

BVF utilizes the accrual accounting method primarily through the process of utilizing standing Purchase Orders with line-item budgets to track encumbrances and Grants Receivable to track drawdown requests. BVF will utilize Peachtree Accounting for Nonprofits as the accounting software application and will set up the funds in a restricted federal fund account. Budgetary amounts and controls will be tracked based on the cost code determined by BVF. Monthly balance sheets and income and expense statements will be produced by the bookkeeper/administrative staff so the project staff can readily track all expenditures and fund balances. BVF will run monthly financial reports that include program income/expense reports, balance sheet, and income/expense reports for the program. The monthly report of POs and GR for accounts payables/receivables will ensure expenditures are allocated properly and liquidated timely. The Project Manager, Lead Program Coordinator, and Bookkeeper/Administrative Assistant, will meet on a monthly basis for report review and reconciliation and to ensure fiscal reporting are accurate and are expended based on projections established.

Since there is no sub-contracting or sub-awards, the financial management, processing and procedures is solely dependent on BVF's staffing and time devoted to the project. PO close-outs will help track encumbrances and liquidation status. POs will be handled in a manner to provide accounting records for the project and will be supported by original source documentation, i.e., invoices, vouchers, bill statements, cancelled checks, etc. and will be posted in the accounting records consistently and timely. Expenditures will be entered and issued semi-monthly on the 15th and 30th of the month, respectively. Each accounting period will be closed out on or around the 25th of each month. Original documents will be filed with each payment in the grant administration folder and also scanned as a PDF and “paper clipped” to the payment record on Peachtree. Emergency payments for expenditures are paid only through written authorization of the agency head or their designee.

IX. Quality Assurance Project Plan (QAPP) Information

BVF anticipates that it will be required to submit a Quality Assurance Plan to EPA upon notification of award. Activities for the VISDA project will include collection of water samples for chemical and biological analysis, and this information will be used to make recommendations on environmental decisions.